

POSITION DUTY STATEMENT

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	Division of Rail and Mass Transportation	
WORKING TITLE	POSTION NUMBER	EFFECTIVE DATE
Rail Plan Outreach Coordinator	900-075-4721-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the direction of the Rail Transportation Manager I, the Associate Transportation Planner (Associate) is part of a team that manages the \$3.8 million consultant contract to prepare the 2018 California State Rail Plan (Rail Plan) which will be the most comprehensive passenger and freight rail planning document to date. It will: comply with state and federal requirements; plan a statewide integrated high speed, intercity and commuter rail passenger rail system; include a passenger and freight rail capital program; and be coordinated and consistent with companion Caltrans and State planning documents.

The Rail Plan Outreach Coordinator will be the team leader for all aspects of the Rail Plan's extensive public involvement and stakeholder outreach program, including administration of the Caltrans Management, Executive and Stakeholder Advisory committees for the Rail Plan. The Associate will direct the Rail Plan consultant's outreach activities and be the lead Caltrans outreach staff. Duties include, in conjunction with the Rail Plan consultant: administer the public involvement and stakeholder outreach plan; coordinate Native American consultation and outreach; develop outreach materials, including provide website support plan public meetings; give presentations; and administer the Rail Plan Caltrans Management, Executive and Stakeholder committees. Knowledge of rail, state planning, and outreach activities are necessary.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage

Job Description

Essential (E)/Marginal (M)¹

40%	<u>Administer Public Involvement and Stakeholder Outreach Plan:</u> Due to the high level of interest in the Rail Plan, a comprehensive and state-of-the-art public outreach program is planned. The Associate will be the Caltrans team leader working with the Rail Plan consultant on all aspects of this plan. Knowledge: of outreach and media practices, and current media and electronic public engagement tools; website development; and writing and public speaking skills, are necessary. Also multimodal planning knowledge is necessary, in order to be able to present in writing and verbally the goals and content of the Rail Plan. Specific aspects of the outreach program include working with the consultant on: collateral material development; planning outreach meetings and draft Rail Plan public meetings; website development and updates; coordinating response to public comments on draft rail plan; and diverse interaction with the public, public agencies and private sector organizations in conducting outreach.
E	

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned. MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

20%	<u>Administer Rail Plan Caltrans Management, Executive and Stakeholder Advisory committees:</u> Because of the sensitive nature and high visibility of the Rail Plan and broad state agency interest in the Plan, a comprehensive committee structure has been developed to guide the Plan. The Outreach coordinator will be responsible for scheduling meetings, developing agendas and presentations, completing minutes, etc for the Caltrans Management and Executive (consisting of state and federal agencies) committees. The Caltrans Outreach coordinator will aid the Rail Plan consultant in the administration of the approximately 40 member Advisory Committee. These tasks are similar to described above for the other two committees.
E	
20%	<u>Administer Native American Tribal Consultation and Outreach Plan:</u> The Caltrans Outreach Coordinator will work with the Rail Plan consultants (who have native American outreach expertise) and the Division of Transportation Planning's Native American Liaison Branch to plan the following activities. Comprehensive outreach and consultation to Native Americans is planned in accordance with state and federal requirements, including: Native American listening sessions; formal government to government consultation; presentations at the Native American Advisory Committee and incorporation of Native American issues into general outreach materials.
E	
20%	<u>Other Rail Plan and Planning Branch Assignments:</u> The Associate will help with other Rail Planning activities as needed including: attendance at Rail Plan team meetings, review of Rail Plan documents, review invoices related to outreach, help manage document control, and other rail planning activities in the branch as needed.
M	

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise other employees; however acts as the Caltrans lead in outreach activities, therefore prior supervisory experience would be helpful. The position will involve consultant oversight to insure compliance with outreach activities in the consultant contract.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Basic knowledge and understanding of: Federal and State planning requirements; transportation, air quality, land use and environmental planning principles and practices; transportation plan, program, and project financing mechanisms; departmental policies and procedures; contemporary transportation, land use, social, economic, environmental, financial, technical, legal and political issues.
- Basic knowledge of passenger and freight rail systems and transit, including: funding, operations, equipment, capital projects; and policy issues.
- Knowledge of media and digital engagement tools, Website graphics and mechanics, graphic principles, and state press release practices.
- Basic data base management skills, in order to organize and track outreach activities and stakeholder database.
- Knowledge and ability to plan public meetings.
- Ability to speak and write effectively and prepare outreach materials.
- Ability to make public presentations.
- Ability to: reason creatively; use a variety of analytical techniques to resolve or contribute to the resolution of issues; develop and evaluate alternatives; work effectively with others; and stimulate public participation in transportation programs and services.

- Ability to work independently, use good judgment, take initiative, and bring assignments to completion.
- Ability to work with a variety of consultants, stakeholders, experts, diverse management staff, and staff persons to jointly complete a project.
- Ability to manage a number of diverse tasks at the same time and be organized.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor. Decisions may be made in the absence of supervisor in situations where immediate action is required. Consequences of errors in judgment or inadequacies in completing assignments could cause: miscommunication to management, stakeholders and the public, and completion of projects that are not in compliance with State or Federal requirements.

PUBLIC AND INTERNAL CONTACTS

May have considerable contact with various governmental agency employees at local, state and federal levels; private industry representatives including railroad agencies; consultants; special interest groups; and the public. These contacts will be written or verbal as needed to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must maintain an excellent attendance record.

Must have the ability to work independently, and independently manage a project.

Must have the ability to work on multiple projects at the same time, adapt to changes in priorities, and complete tasks or projects with short notice and to develop new insights into situations and apply innovative solutions to make organizational improvements.

Must have the ability to work on a keyboard; manual dexterity; sit for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Requires occasional bending, stooping and kneeling.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Employee may be required to travel.

Overtime may be required.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE